# Sample Detail (NOA 930)

Use to initiate a detail for an employee, extend a detail, or terminate a detail. A detail is the assignment of an employee to a different position (or to a set of duties) for a short period of time without any change in grade or pay.

- A Notification of Personnel Action (SF50) will not produce for a detail. If documentation is needed, the Request for Personnel Action (RPA) is printed out and filed in the employee's OPF. Detail actions will not flow to payroll.

Include on the RPA (always complete Part A):

- Enter the employee name in Part B of the RPA.
- Use the Notepad to indicate the nature of the detail and the type of position to which the employee is being detailed.

Double Click on Request for Personnel Action

Double Click on Details
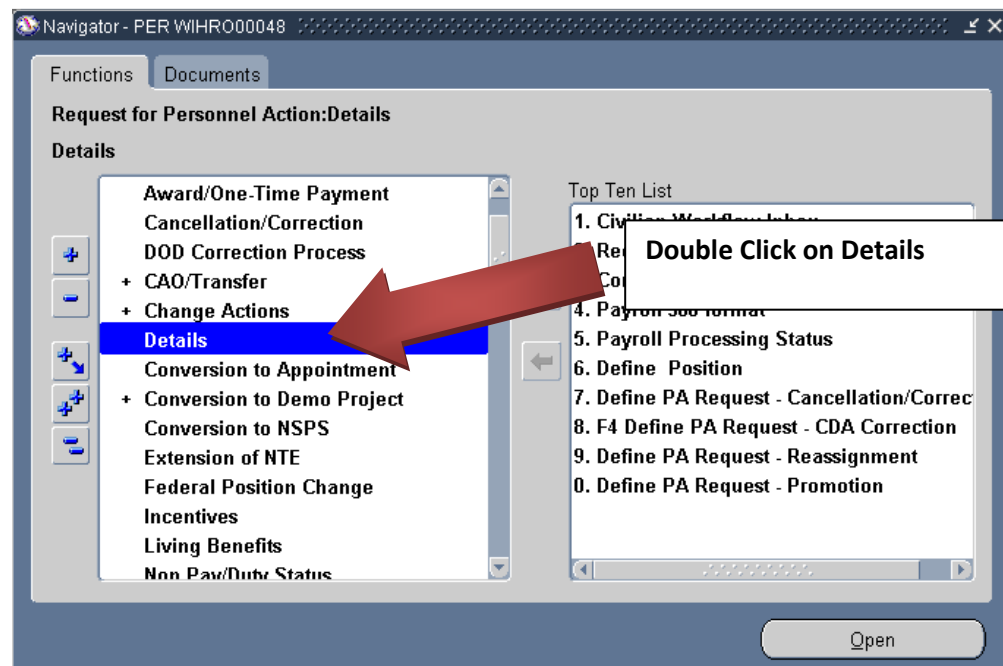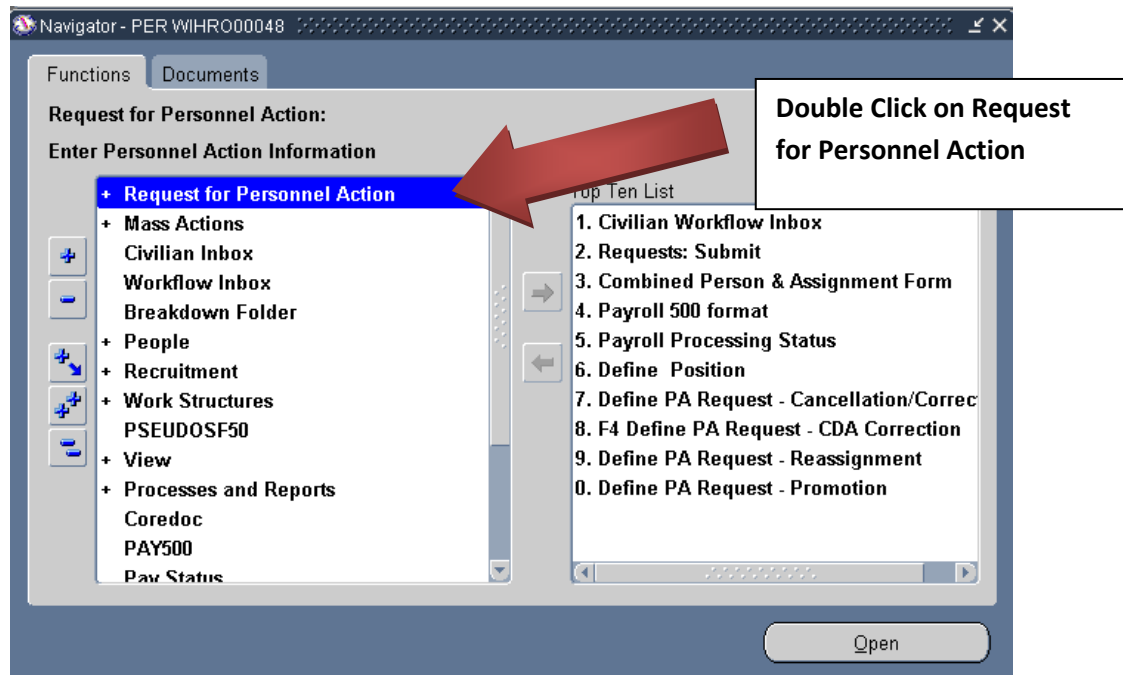
Request for Personnel Action (Detail, Routing Group:NG_ROUTING_GP)

Change Family   Refresh   Status

Requesting Info   Position Data   Employee and P

PART A - Requesting Office

1 Actions Requested
Detail

2 Request Number

3 For Additional Information Call (Full Name)
Huschka, Natalie K

Number
3728

4 Prop. Eff. Date   ASAP
01-APR-2011

5 Action Requested By (Full Name)
DYKSTRA, JUNE A.

Title
SUPERVISORY HUMAN RES

Request Date
11-FEB-2011

6 Action Authorized By (Full Name)

Title

Concurrence Date

PART B - For Preparation of SF 50

1 Last Name

First N

2 Social Security Number

Birth

4 Effective Date

FIRST ACTION
5-A Code   5-B Nature of Action

5-C Code   5-D Legal Authority

5-E Code   Authority

SECOND ACTION
6-A Code   6-B Nature of Action

6-C Code   6-D Legal Authority

History   formation

> **Fill Part A –Requesting Office.**

> **Fill Part B – For Preparation of SF 50**

> **Choose the LOV button in block 5-A Code. Scroll down to Code 930, Detail NTE**

First Nature of Actions

Find 9%

Code	Nature of Action
930	Detail NTE _____
931	Ext of Detail NTE _____
932	Termination of Detail
946	Detail NTE _____
947	Extension of Detail NTE _____
948	Termination of Detail

Find   OK   Cancel

PA Request First NOA Insertion Values

NTE Date

OK   Cancel   Clear

> **Enter the Not-to-Exceed Date (Format: DD-MMM-YYYY). This date will be verified by J1-Staffing.**

Request for Personnel Action (Appointment, Routing Group:NG_ROUTING_GP)

Employee   SSN   Nature of Action
Excepted Appointment

esting Info   Position Data   Employee and Position Data   Remarks and Address

FR   ORMATION

7 Pos   itle   Number   Seq No

8 Pay Pla   9 Occ. Code   10 Grade or Level

11 Step or R   12 Total Salary

12A Basic Pay   12B Locality Adj.   12C Adj. Basic Pay

Click on the yellow Notepad icon.

14 Name and Location of Position's Organization

TO INFORMATION

15 Position Title   Number   Seq No
HUMAN RESOURCES ASSISTANT   **7040800**   **306047**

16 Pay Plan   17 Occ. Code   18 Grade or Level
GS   **0203**   **07**

19 Step or Rate   20 Total Salary   Award   UoM

20A Basic Pay   20B Locality Adj.   20C Adj. Basic Pay

20D Other Pay   21 Pay Basis
Per Annum

22 Name and Location of Position's Organization

THE ADJUTANT GENERAL - WI

JOINT FORCE HQ - WI

HRO TECH PERS MGT BR

MADISON, WI

History   Extra Information   Person   Position (B)   Others... (D)

Notepad

Notepad

Click "NEW"

Add the following information into the Notepad (you can COPY & Paste to save time!!!)
Justification for Detail:
Where will Detail be located:
Work Schedule:
Supervisor Contact Information:
      Email Address:
      Phone Number:

New   Append   Delete   OK

Click "OK" after you have added notes.

File Edit View Folder Tools Window Help

Request for Personnel Action (Appointment, Routing Group:NG_ROUTING_GP)

ee   SSN   Nature of Action
                                      Excepted Appointment

Routing Info | Position Data | Employee and Position Data | Remarks and Address

FROM INFORMATION

7 Position Title   Number Seq No

10 Grade or Level

11 Step or Rate   12 Total Salary

12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay

12D Other Pay   13 Pay Basis

14 Name and Location of Position's Organization

TO INFORMATION

15 Position Title   Number Seq No
HUMAN RESOURCES ASSISTANT   704080(306047

16 Pay Plan   17 Occ. Code   18 Grade or Level
GS   0203   07

19 Step or Rate   20 Total Salary   Award   UoM

20A Basic Pay 20B Locality Adj.   20C Adj. Basic Pay

20D Other Pay   21 Pay Basis
                 Per Annum

22 Name and Location of Position's Organization

THE ADJUTANT GENERAL - WI

JOINT FORCE HQ - WI
HRO TECH PERS MGT BR
MADISON, WI

History | Extra Information | Person | Position (B) | Others... (D)

Click on the "SAVE" Icon

Decision

Do you wish to route the Request for Personnel Action now?

Yes   Cancel   No

Click on the "YES" Icon

Click on "SELECT Groupbox"

Type applicable groupbox in front of the percent sign then click find.

Routing

RoutingTo
- Select Routing List
- Select Person
- Select Groupbox
- Save and Hold in Personal Inbox
- Update HR

Number 704080I Seq No 306047

18 Grade or Level 07

Award UoM

20C Adj. Basic Pay

Print Back Page No

Routing Groupboxes

Find %

Name	Display Name
AKHRO	AKHRO
AKHRO_AGR	AKHRO_AGR
AKHRO_ASSISTANTS	AKHRO_ASSISTANTS
AKHRO_BENIFITS	AKHRO_BENEFITS
AKHRO_CLASSIFICATION	AKHRO_CLASSIFICATION
AKHRO_ERS	AKHRO_ERS
AKHRO_STAFFING	AKHRO_STAFFING
AK_4	AK_4
AK_9	AK_9
AK_ACTION_REQ	AK_ACTION_REQ
ALHRO	ALHRO
AL_ACTION_REQ	AL_ACTION_REQ
ARHRO	ARHRO

Find OK Cancel

Click "OK"

A message will pop up informing you that a request has been generated. Just click "ok" again.

A blank Fill request will now pop up. X out of it.

Routing

RoutingTo
- Select Routing List
- Select Person
- Select Groupbox
- Save and Hold in Personal Inbox
- Update HR

Print Notification
Printer
Print Back Page No

Interim Approval
Approval

OK Cancel

Add/edit your "Routing/Comments" in your inbox/groupbox. i.e.

Notifications Summary

WI-SAD ☑ Query Only Open Notifications

Routing / Comments	INITIATOR	Date Sent	PROP-EFF-DT	Status	NOA	NOA - translated	Name
FSS-Rtd See Notepad-Donohue	WI115FW	17-FEB-2011		Open			,
FSS - Pending Rev - McDonald	WI115FW	15-FEB-2011		Open			,
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	930	Detail NTE 31-DEC-2011	
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	703	Promotion NTE 02-JUL-201	
FSS-Rtd See Notepad-Donohue	WI128ARW	17-FEB-2011		Open			,
Watkins-Working HOLD-Watkins	WIARSAO	09-FEB-2011		Open			,

Click the "Gold Disc" Save Icon

Note If you have any questions on this guide or the process please call DSN: 724-3722/3706/3710 COM: 608-242-3722/37063710.